

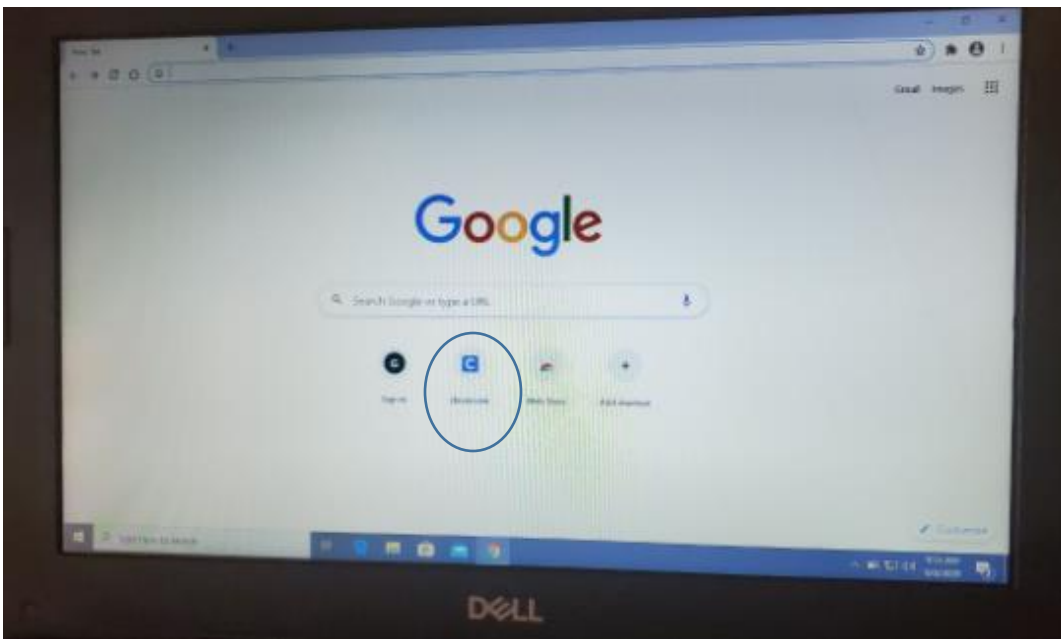
Steps to log into Schoology and MS Teams directly through Clever

Student Laptops

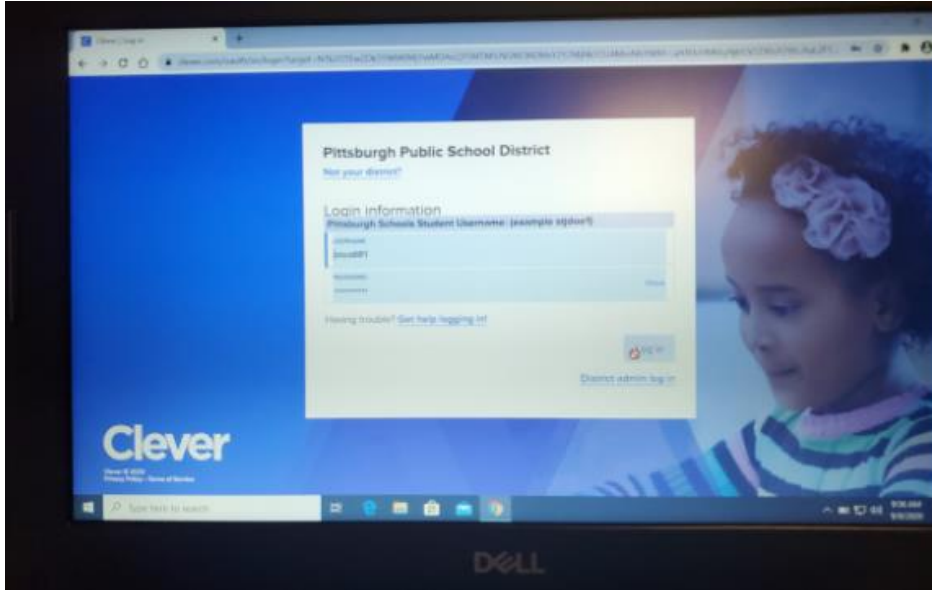
1. Power on Student Laptop.
2. Connect to your home internet using the "Globe" located on the bottom right-hand corner of the screen.
3. Click "Other User" if not already selected and type in student's password and username if needed.
4. Select "Google Chrome" then select the plus sign for a "new tab."



5. Then click the bookmarked website "Clever"



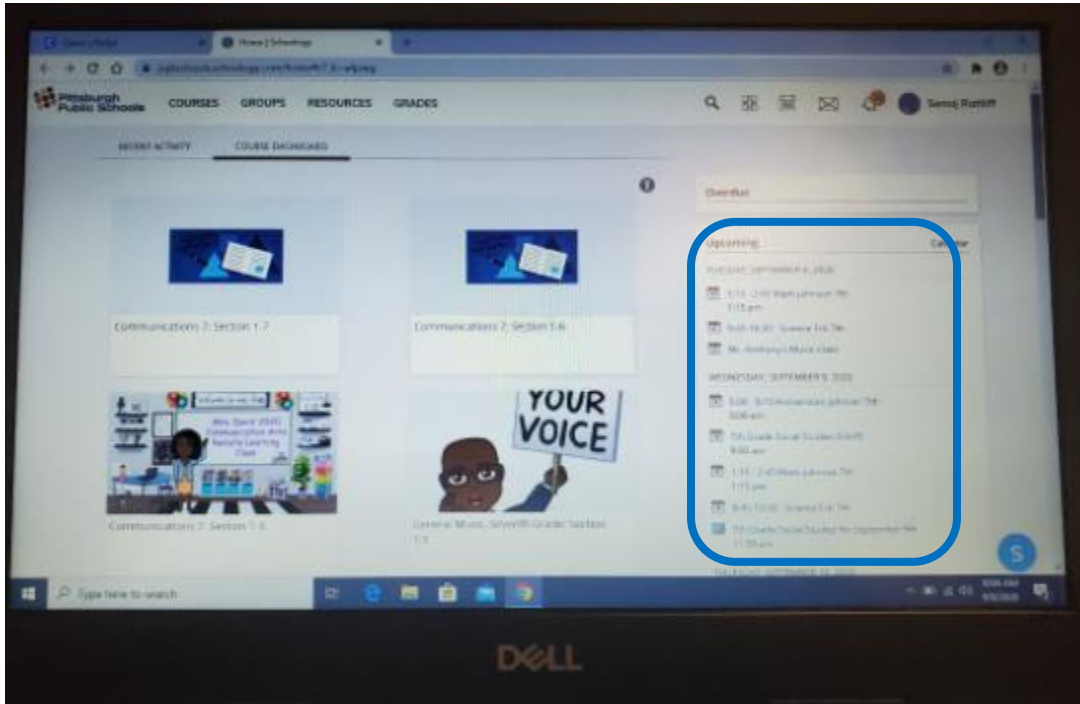
6. Type in your child's school (example: Manchester PreK-8).



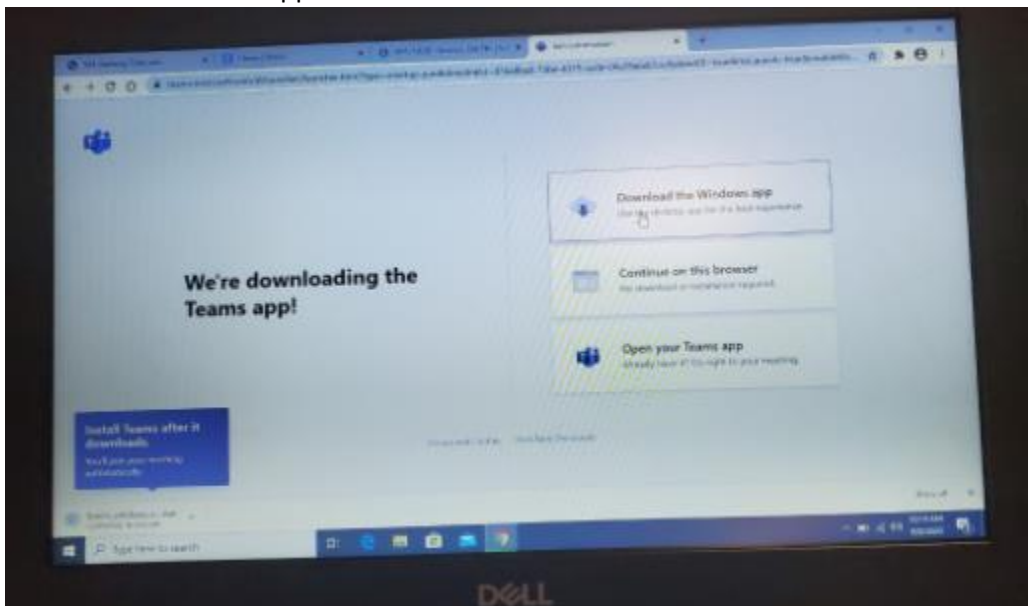
7. Select Student Login and type in the student's username (stjwilliams1) and password (pps (student's grade level))
8. When logged into Clever, Select Schoology icon. This will direct the student to the Schoology Dashboard.



9. Look on the right-hand side of the screen to locate “Upcoming” to see the class links and times of the classes. Select the time and class that aligns to the time of day.



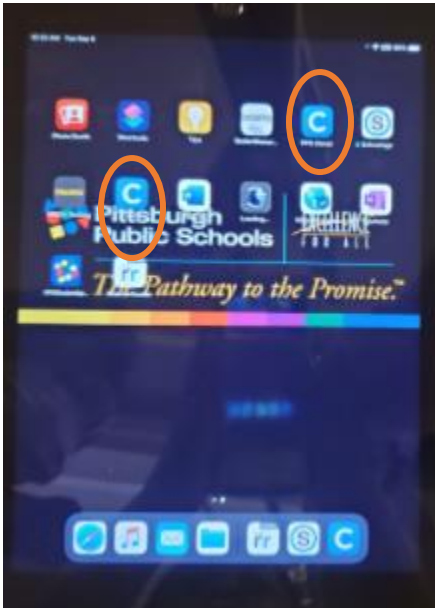
10. Download MS Teams App the first Time.



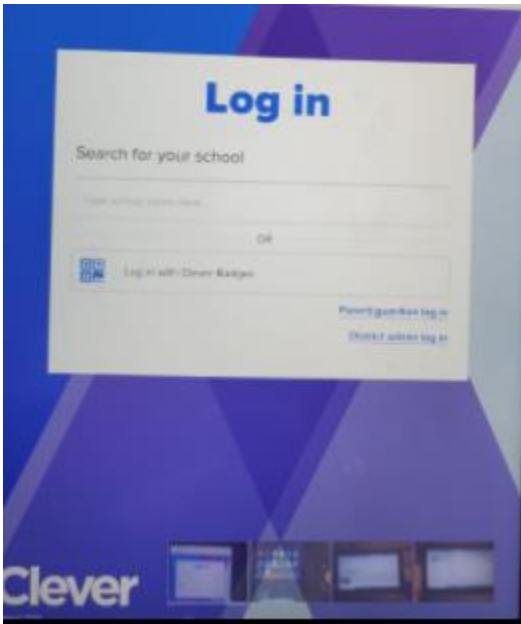
11. Select “Join the Team”

Student Ipad

1. Power on the Student Ipad
2. Tap the "Clever Icon" (It is a Capital C with a Blue Background)



3. Type in School Name (example: Manchester PreK-8)
4. Login to Clever



5. Select Schoology
6. Look on the right-hand side of the screen to locate "Upcoming" to see the class links and the times of the classes. Select the time and class that aligns to the time of day.
7. Select "Join the Team"